



**Washington School for the Deaf**  
**SERVING DEAF AND HARD OF HEARING CHILDREN**  
**THROUGHOUT THE STATE OF WASHINGTON**

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## **Medication Transport Procedure**

Students who ride buses cannot carry their own medications. This includes prescription and/or over the counter medication. Please refer to the medical procedures below for transporting medications. Transportation monitors cannot dispense any medications to students. This includes over the counter medication.

### **Friday:**

1. Transportation monitor will collect sealed medications and *School to Home: Medication Transport by Monitor* form, packaged by the WSD Student Health Center nurse.
2. The transportation monitor will review with the nurse and sign the *School to Home: Medication Transport by Monitor* form.
3. The transportation monitor will meet the parent/guardian, authorized pick up person, and/or student. Prior to opening the sealed envelope, the monitor will have the person sign the *School to Home: Medication Transport by Monitor* form. After getting the signature the monitor will give the person the medication.
4. On Sunday night when the transportation monitor returns to WSD, they will go to the nurse and turn in the Ziploc bag and *School to Home: Medication Transport by Monitor* form to the Student Health Center.

### **Sunday:**

1. Transportation monitors give parents/guardians, and/or student a Ziploc bag. Parent/guardian and/or student put the medication in the Ziploc bag, seals the bag and signs the label. Have the parents/guardians fill out and sign the *Home to School: Medication Transport by Monitor* form.
2. The transportation monitor will sign the *Home to School: Medication Transport by Monitor* form.
3. When the transportation monitor arrives WSD, he/she will take the sealed medications and *Home to School: Medication Transport by Monitor* form to the Student Health Center and give it to the nurse.
4. The transportation monitors will review the *Home to School: Medication Transport by Monitor* form and medications with the nurse and sign the form again.

## Student medication transport procedure

The following procedure is to be used for students who must transport their own medications travel by air, shuttle vans, and/or by local school districts. Students are allowed to transport medications on a case-by-case basis, based on the responsibility level of the student. The student will transport the medications when the nurse and parent/guardian agrees that the student is capable and responsible. The parent/guardian has to sign the *Parent Permission for Student to Transport Medication Form* to have their child transport their own medications.

### Friday:

1. The student will pick up sealed envelope with their medication inside and the *School to Home: Medication Transport by Student* form from the Student Health Center.
2. The student will review the *School to Home: Medication Transport by Student* form with the nurse and sign the form.
3. The student must put and keep their medications in his/her luggage.
4. The student will give their medication and *School to Home: Medication Transport by Student* form to their parent/guardian.
5. The parent/guardian and the student will sign the bottom half of the *School to Home: Medication Transport by Student* form and mail the form back to Student Health Center in the enclosed envelope.

### Sunday:

1. Parent/guardian and student will fill out the top half of the *Home to School: Medication Transport by Student* form.
2. The medications need to be in a sealed bag.
3. Put the sealed medications and the *Home to School: Medication Transport by Student* form in the student's luggage. The students are to leave their medications in their luggage until they arrive at WSD.
4. When the students arrive at WSD, they are to go straight to Student Health Center to turn in medications and the *Home to School: Medication Transport by Student* form to the nurse.
5. The nurse will review the *Home to School: Medication Transport by Student* form, sign the form and count medications with the student.
6. If the student has no forms with his/her medications, the student will fill out the form and count medications with the nurse.

**Note:**

- Parents/guardians are responsible to purchase prescription medications and keep enough at home for the weekend. WSD asks parents/guardians to send the school at least a month's supply of medications at a time in a properly labeled bottle.
- Students over the age of 18 have the same responsibility as the parents/guardians. They can fill out and sign the *Medication Transport by Monitor* forms and/or the *Medication Transport by Student* forms themselves.
- Authorized adults can assume responsibility for the student's medications.

**Procedure for forgotten medications**

When a transportation monitor forgets to turn over medications to the parents, guardians and/or 18 years of age students, they must do the following:

1. Contact parents/guardians and make arrangements to meet on the way back to WSD. This is only for transportation monitors who ride on the bus back to WSD. If you cannot arrange a meeting with the parents/guardians, follow the next step.
2. Check and see if the medications have the asterisk next to it. If so, do the following:
  - a. Contact transportation secretary.
  - b. Contact parents/guardians to make arrangements to mail the medications.

